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15 May 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Digest of Comments by the Office Career Service Boards on  
"Process of Selecting New Career Employees"

Office of Training

The OTR Career Service Board concurs in the proposal as stated except that it is recommended that paragraph 3.d.(2) be amended by striking the second sentence re eligibility for employment in another category.

Office of Communications

The Communications Career Service Board recommends that:

- a. the proposed trial-service period of two years of paragraph 3.b. be carefully reviewed with respect to possible conflict with the Civil Service probationary period of one year.
- b. the Professional Selection Panel be instructed to develop eligibility criteria for consideration of career staff members coincident with development of selection procedures based on this policy statement.
- c. these criteria be developed in a manner to provide firm guidance in handling career service membership for individuals currently employed as well as for processing new employees.

Deputy Director (Plans)

1. The DD/P Career Service Board concurs in the conclusions stated in paragraph 3. with the following exceptions:
  - a. a one-year trial-service period is sufficient.
  - b. "non-professional" and "professional" positions be clearly defined.
2. The Board recommends that final determination of suitability for career employment be made by the appropriate Career Service Boards of the Agency.

Document No. 002

NO CHANGE IN Class. ☐

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Class. CHANGE TO TS S C

Auth. DDA Approved For Release : CIA-RDP78-00699A000100080003-7  
Date: 30 MAR 1978 By: 028

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Office of Research and Reports

The ORR Career Service Board recommends that the CIA Career Service Board not accept the conclusions of this paper and not act favorably on the recommendations.

Office of Collection and Dissemination

The OCD Career Service Board recommends that:

- "a. Since the OCD Board understands that the Professional Selection Panel does not desire to establish a separate career corps, it recommends that the memorandum be re-phrased to avoid possible misinterpretation."
- "b. The Board further recommends that the abolishment of the Professional Selection Panel be considered, since the mechanism for selection of permanent employees presently exists in the chain of command and in the Office Career Service Boards."

Office of Scientific Intelligence

The OSI Career Service Board agrees in principle with the conclusions as stated. However, the Board believes that paragraphs 3.a. and 3.b. should be clarified by considering the possibility of restrictions on employee utilization during the trial-service period and by considering the implications of the Veterans Preference Act of 1944. The Board also believes that paragraph 3.d.(2) denotes an inferior category of employees.

Office of National Estimates

The ONE Career Service Board concurs in the conclusions as stated.

Office of Operations

The OO Career Service Board submits the following comments concerning the Panel's recommendations:

- a. Concurs in paragraph 3.a.
- b. Does not concur in paragraph 3.b.
- c. Does not concur in paragraph 3.c.
- d. Concurs that on completion of the trial-service period a determination should be made of an individual's suitability for career employment.

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- e. Concurs in paragraph 3.e.
- f. The determination of suitability for career employment should continue to be made by the organizations concerned in the light of job performance and development of job responsibility. Such decisions by supervisory personnel are subject to guidance and review by the Office Career Service Boards and to the specifically requested advice from the Professional Selection Panel.

Deputy Director (Administration)

The Office of the Deputy Director (Administration) does not concur in the conclusions as stated.

General Services Office

The GSO Career Service Board concurs in the conclusions as stated except that paragraph 3.d.(2) requires clarification.

Logistics Office

The Logistics Career Service Board concurs in the conclusions as stated except that a one-year trial-service period is believed sufficient.

Medical Office

The Medical Career Service Board concurs in the conclusions as stated except that a trial-service period of one year is believed sufficient.

Comptroller

The Comptroller Career Service Board has made no specific recommendations concerning the Panel's report since it assumed that the results of the 8 May meeting would be considered by the CIA Career Service Board.

Personnel Office

The Personnel Career Service Board submits the following comments:

- a. Concurs in paragraph 3.a.
- b. Does not concur in paragraph 3.b.
- c. Does not concur in paragraph 3.c.
- d. Determination of suitability for career employment must be made sufficiently in advance of the one-year trial period to allow

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for orderly separation processes. No provision should be made, policy-wise, for retaining in another category a person released from employment on a career basis.

- e. Concurs in paragraph 3.c.
- f. The Board feels that the present systems, i.e., Personnel Evaluation Reports with review by the Office Career Service Boards, provides an adequate selection process for career employment under normal circumstances.

Office of Current Intelligence

The Office of Current Intelligence concurs in the proposal as stated except that no provision should be made for extending the trial-service period.

Security Office

The Security Office Career Service Board concurs with the proposal as stated except that:

- a. a one-year trial-service period is believed adequate; and,
- b. individuals whose employment as members of the career staff is terminated should not be retained by the Agency in another category.